## POSTGRADUATE TAUGHT REGULATIONS

### SUMMARY OF REGULATORY AMENDMENTS AND/OR ADDITIONS FOR ACADEMIC YEAR 2020/21

*The wording in bold reflects the changed wording.*

<table>
<thead>
<tr>
<th>Section number</th>
<th>Relevant paragraph(s)</th>
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<tbody>
<tr>
<td>All as relevant</td>
<td>References to <em>programmes</em> have been amended to <em>courses</em>.</td>
<td>Throughout regulations</td>
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<td>Throughout regulations</td>
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<tr>
<td>Section 18</td>
<td>References to <em>Director of Governance and Legal Services</em> have been amended to <em>Director of Legal and Compliance</em>.</td>
<td>18-19</td>
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<tr>
<td>Section 15 (7)</td>
<td>A new paragraph 7 has been added to Section 15 of the regulations. This permits raising for the award of a PGDip.</td>
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(7) A candidate for the award of PGDip, either as an exit award or as an award in its own right, who satisfies both the following criteria will automatically be raised into the next class:

- a. the Final Average must fall within 2.0% of one of the classification boundaries in paragraph (4) above;
- b. the marks for at least 60 credits counting towards the award must be above the relevant classification boundary. These 60 credits could be for taught modules or the module designated as the dissertation/project.

| Section 16 | Academic grounds for termination of registration                                                                                                                                                                  | 15-17         |
| Section 17 | Formal Warning procedure | A number of minor changes have been made as the Head of School would not have personal tutees and because the centralisation of the process of issuing formal warnings will ensure communication with both schools. |               |

**Academic grounds for termination of registration**

(1) Academic grounds on which a student’s registration with the College may be terminated may include one or more of the following:

- (a) failure to satisfy the requirements for progression to the next stage of his/her course;
- (b) failure to gain the award of the course;
- (c) failure to produce set work of a satisfactory standard in coursework or departmental examinations;
- (d) failure to attend satisfactorily;
- (e) failure to produce set work.

(2) The School Progression and Awards Board may terminate a student’s registration with the College on the grounds set out in (1) (a) and (b) above.
without following the formal warning procedure or may terminate a student’s registration after only one attempt in cases where at least one formal warning has been issued.

(3) A Head of School or authorised nominee may make a recommendation to the Senior Vice-Principal (Education) or nominee to terminate a student’s registration for a course on any of the grounds set out in paragraph (1) (c – e) above, in the absence of a satisfactory and adequately documented reason for the failure(s). In such cases the formal warning procedure set out in Section 17 of these regulations will be followed. For students holding a Tier 4 (General) Student Visa, the College has obligations placed on it to report non-attendance to UK Visas and Immigration and may terminate a student’s registration without following the formal warning procedure.

(4) The Director of Academic Services or a nominee shall write to each student whose registration has been terminated through the formal warning procedure informing him/her of the decision and the reasons for it, of the right to appeal against the decision and the appeal procedure (see Section 19), and of the date by which any appeal must be submitted.

Formal warning procedure

(1) Any formal warning issued relates to the student’s course registration.

(2) Before making a recommendation to the Senior Vice-Principal (Education) or nominee that a student’s registration should be terminated, Student Administration will issue the student with two formal warnings by letter on behalf of the Head(s) of School or authorised nominees. Each letter shall state the reason(s) for the warning, the nature of any requirement made of the student in order to demonstrate improvement and the period of time within which this is to be done in order for the student to avoid his/her registration being terminated. The second letter of formal warning shall state the fact that it is the final warning.

(3) Normally four weeks, or three weeks in the case of modules taught over only one term, will elapse between the first and second formal warnings in order to give adequate time for the student to demonstrate a satisfactory level of improvement. The period of time between warnings may be shortened as appropriate in the case of courses delivered over less than an academic year or in the case of students studying at the College or a partner institution for less than one academic or calendar year.

(4) At each warning the student will be offered the opportunity to submit a written response and/or to meet with the Head(s) School or authorised nominees in order to discuss the grounds for the warning. The student may be accompanied at the meeting by another student or member of staff of the College. On provision of a satisfactory and adequately documented explanation for the student’s record of attendance, academic performance or productivity Student Administration may set the warning aside. This decision will be confirmed to the student by letter. Formal warnings which have not been set aside will remain active for the duration of the student’s programme of study.
(5) If after the second letter of formal warning there is insufficient improvement, the Head(s) of School or authorised nominee may recommend that the student’s registration should be terminated. Student Administration, will present the case to the Senior Vice-Principal (Education) or nominee, who will make a final decision based on the particular circumstances.